



# SARANAC ELEMENTARY SCHOOL

## PROCEDURES FOR STUDENT DROP OFF/PICK UP & VISITORS TO THE BUILDING 2023-24

### Student Drop Off:

Bussing is available to all students, however, if you are planning to drive your child to school, students should not be dropped off prior to 7:20 a.m. and no later than 7:30 a.m. Please be sure to drop students off on the Pickett's Corners side of the building in the morning. Please enter the parking lot utilizing the entrance farthest from Route 3 and exit from the first driveway creating a one-way traffic pattern. You are encouraged to utilize Ganong Drive to approach the school to reduce traffic congestion. In an effort to maintain safety and traffic flow, please follow the direction of the staff members located outside to assist with this process. Please do not allow your child to exit the vehicle until you are within the unloading zone along the sidewalk. Students should be dropped off in the lane closest to the building. This is the unloading zone and will be clearly marked. Students should proceed directly along sidewalk, enter the building at the main entrance (which is located near the gymnasium), and go directly to their classrooms. Any student needing breakfast should report first to the cafeteria serving line and will bring breakfast to their respective classrooms. Parents should only exit their vehicle if their child requires assistance exiting the vehicle. If a parent/ guardian is bringing in a particular item for a classroom such as cupcakes, a snack item, and/or supplies, please park in front of the flagpole as to not interrupt drop-off traffic flow. You may drop items off at the security window at the main entrance and authorized office staff will be happy to assist to make sure the items get to the respective classrooms.

### Additional Student Drop Off Area

In an effort to reduce traffic congestion and wait times, parents may also utilize the bus loop as an additional drop off point in the morning. Parents may enter the bus loop AFTER 7:25 am, when the majority of busses have dropped children off. Cars should enter the maintenance garage parking lot from Route 3, and drive into the bus loop. Please keep in mind there may be late busses that enter the loop to drop off. Cars are **not permitted** to pass busses in line to exit. Please pull up as far as possible along the sidewalk before allowing children to exit the vehicle. It will helpful if students exit the car on the passenger side. A staff member will be outside to assist as needed.



\*As a reminder, cars who cannot pull directly into the driveway should proceed to Ganong Drive or may utilize the bus loop after 7:25 am. For the safety of our students and families, we respectfully ask that cars do not park on the grass across from school and walk children across the street. Thank you for your understanding.

### **Student Pick Up at Dismissal:**

Parents must send in a note with your child indicating who will be picking up the student. If this is for the entire school year, one note will be sufficient. Parents/guardians who wish to pick up their child at the end of the school day (1:35 p.m.-1:45 p.m.), may enter the school building through the main doors by the gymnasium and check in at the security window. A security system is in place which will require you to press a button that is located near the doors. Office staff will ask "How may I help you?" Please look into the camera and state your full name and purpose for your visit. If you pick up your child at the end of the school day, you will sign them out at the security window. At that time, a blue slip will be written, which authorizes you to take your child out of the building. You will be asked to wait in the secure waiting area and your child will be sent to you. Your child will give you the blue slip which must be presented to the faculty member on duty at the entrance, before exiting the building. Please also be aware that individuals will not be able to gain access (through custodial staff) to classrooms after school hours.

### **Student Pick Up During the School Day:**

During school hours, please utilize the main doors by the gymnasium. A security system is in place which will require you to press a button that is located near the doors. Upon entering the school building, you will be asked to sign your child out and wait in the secure waiting area. Your child will be escorted to you there.

### **Visitors & Volunteers:**

Keeping in mind that we are a school community, we welcome and encourage your presence as visitors at special events, and as volunteers in classrooms with prior approval. Volunteers must seek prior permission from the classroom teacher and building principal prior to arriving on campus. As per Saranac Central School District Board of Education Policy, "...individuals such as parents or grandparents, who voluntarily offer their services (single-event or short term) on a limited and/or occasional basis are not required, with prior building principal permission, to complete a volunteer application form. Long-term volunteers who provide a service to the District throughout the school year must complete an application." The complete School Volunteer Policy can be found on the school district website ([www.saranac.org](http://www.saranac.org)) by clicking "District Policies" and then "School Volunteers."

[https://www.saranac.org/UserFiles/Servers/Server\\_7899567/File/Policies/4532\\_School\\_Vol\\_copy.pdf](https://www.saranac.org/UserFiles/Servers/Server_7899567/File/Policies/4532_School_Vol_copy.pdf)

Volunteers may enter the school building through the main doors by the gymnasium and check in at the security window. A security system is in place which will require you to press a button that is located near the doors. Office staff will ask "How may I help you?" Please look into the camera and state your full name and purpose for your visit. Upon entering the school building, you will be asked to sign in at the security window and be provided with a sticker/badge to wear that will permit you to visit the classrooms.